

**Arizona's Alternate Assessments: AIMS A Science and NCSC ELA and Mathematics
2015 Test Security Agreement (Test Administrators)**

I acknowledge that AIMS A Science and National Center and State Collaborative Alternate Assessment for ELA and Mathematics is a secure test and agree to the following conditions of use to ensure the security of the test.

1. I shall take necessary precautions to safeguard all test materials.
 - a. I shall sign an Alternate Assessments Test Security Agreement.
 - b. Access to test materials including the online multiple choice section is restricted. I shall not attempt to gain access to test materials beyond that which is granted to me by my school/district test coordinator, superintendent, or charter representative.
 - c. If test materials including student testing materials are distributed to me, I shall keep them under lock and key **except during actual test times**.
 - d. I shall not permit students to remove test material from the testing room except under the supervision of staff.
 - e. I shall not examine, read, or review the Alternate Assessments except during the testing windows.
 - i. I shall not disclose, nor allow to be disclosed, the content of the test.
 - ii. I shall not discuss any test item at any time.
 - iii. I shall not examine, read, or review any student responses.
 - iv. I shall not report any students' answer choices based on previous experience outside the testing window.
 - f. I shall not use any test materials for instruction before or after test administration.
 - g. If test materials are distributed to me, I shall return all AIMS A test materials including student data sheets and/or NCSC secure testing materials including *Directions for Test Administration* to the district alternate assessment test coordinator immediately upon the completion of testing.
2. I understand that the district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by staff.

Individuals who will administer Alternate Assessments for 2015 must also agree to the following conditions to ensure the correct administration of the tests.

3. I shall participate in training activities prior to administering the tests.
4. I shall review the *AIMS A 2015 Test Administration Directions* or *NCSC Test Administration Manual*, as appropriate prior to administering the test.
5. I shall follow all instructions in the *AIMS A 2015 Test Administration Directions*, *NCSC Test Administration Manual* and *NCSC Directions for Test Administration* including **presenting all test items from all sections of the AIMS A to the student during the student's school day**.

By signing my name to this document, I am assuring my district/charter and the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the 2015 AIMS A Science test and/or the NCSC Alternate Assessment for ELA or Mathematics will also sign a Test Security Agreement.

Signed By: _____

Printed Name: _____

Title: _____ District: _____ School: _____

**Please return signed copy as per instructions from your district alternate assessment test coordinator.
Signed Test Security Agreement Forms will be maintained your district for 6 years.**